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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3351.1A**Effective Date: June 06,
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2011[Printable Format \(PDF\)](#)

Subject: Reduction in Force

Responsible Office: Office of Human Capital Management[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [ALL](#)

Chapter 1 Responsibility

1.1 Administrator

Unless otherwise delegated, the Administrator retains the authority to approve the following:

- a. The need for a RIF in the SES.
- b. All SES RIF staffing actions.

1.2 Assistant Administrator for Human Capital Management

The Assistant Administrator for Human Capital Management, as the Chairperson, Executive Resources Board, is responsible for the following:

- a. Ensuring that NASA RIFs in the SES are based on concepts of efficiency and effective mission support and are carried out in accordance with governing regulations and NASA policies and procedures.
- b. Developing and implementing Agency procedures for RIF and related personnel functions in the career SES consistent with appropriate laws and Office of Personnel Management (OPM) regulations.
- c. Coordinating the issuance of appropriate notices and other required SES RIF documentation with Executive Position Managers (EPMs) and appointing officials.
- d. Certifying in writing to OPM when SES positions are unavailable in the Agency for the placement of surplus SES employees.

1.3 Center Directors

Center Directors are responsible for:

- a. Determining the need for a RIF for non-SES employees under the administrative authority of their Center. This authority may not be redelegated.
- b. Requesting proposed changes to a competitive area, if appropriate, from the Director, Agency Human Resources Division.
- c. Ensuring that, prior to issuing any type of communication to the workforce or the public involving Center RIF planning, preparation or implementation actions or activities, a copy of the draft communication will be sent to the Director, Agency Human Resources Division for review and approval.
- d. Ensuring that the provisions of applicable collective bargaining agreements related to RIF are followed.

1.4 Director, Agency Human Resources Division

The Director, Agency Human Resources Division, is responsible for the following:

- a. Ensuring that actions taken under RIF procedures are in compliance with regulatory requirements and approving any competitive area for non-SES employees that differs from the default competitive area (as described in paragraph 2.3).
- b. Maintaining liaison with OPM on SES RIF policy and placement offers for affected SES employees.
- c. Reviewing plans to conduct a RIF in the SES and providing advice, recommendations, and technical support for implementation of the RIF process.

1.5 Executive Position Managers (EPMs)

The EPMs, as defined in 3.1.7, are responsible for the following:

- a. Identifying as surplus SES positions in their organization that will be modified or eliminated because of program curtailment, lack of funds, reorganization, reduction in personnel allocation, or any other causes affecting the size or composition of their SES workforce.
- b. Identifying vacant existing positions in their organization as reassignment opportunities for qualified subordinate SES employees occupying surplus positions and effecting reassignment after obtaining any appropriate higher level approval.
- c. To the extent resources and sound management practices allow, recommending the establishment of new SES positions in their organization to which employees in surplus positions can be reassigned.
- d. In the event no placement is possible under 1.5.b. or 1.5.c., giving consideration to terminating the appointment of a subordinate SES employee serving as a reemployed annuitant or on a limited-term or limited-emergency appointment, if the resulting vacancy could be used as a placement to avoid a RIF action involving a career post-probationary appointee.
- e. Forwarding requests for personnel action, along with appropriate documentation to support RIF actions affecting subordinate SES employees, to the Administrator or his/her designee for approval. Certification that SES vacancies, to which executives in surplus positions can be reassigned, neither exist nor can be established within existing resources must be provided as part of the documentation.
- f. Making a concerted effort to reassign SES employees from surplus positions to vacant positions during the complete RIF process, including during the 45-day period of Governmentwide placement assistance provided by OPM for post-probationary employees.

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